DOCUMENT RESUME

ED 338 252 IR 053 776

TITLE E.H. Butler Library Disaster Preparedness Plan. Revised 1991.
INSTITUTION State Univ. of New York, Buffalo. Coll. at Buffalo.
PUB DATE Jul 91
NOTE 45p.; For the 1989 edition, see ED 316 242. Compiled by the Preservation Subcommittee.
PUB TYPE Guides - Non-Classroom Use (055) -- Reference Materials - Directories/Catalogs (132) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Accident Prevention; *Administrative Policy; *College Libraries; *Emergency Programs; Fire Insurance; *Fire Protection; Higher Education; *Library Materials; Organizational Objectives
IDENTIFIERS *Disaster Planning; State University of New York Coll at Buffalo

ABSTRACT

The plan presented in this revised manual is designed to minimize the potential for disaster in the E. H. Butler Library at the State University of New York College at Buffalo, and to minimize damage to materials in the event of a disaster. It contains emergency instructions, evacuation procedures, a disaster contact list, and information on salvage priorities, prevention, protection, response, recovery, rehabilitation, disaster team responsibilities, insurance, disaster supplies and equipment, and off-campus suppliers. It also includes procedures for handling damaged materials that have been tried and accepted by many conservators and institutions concerned with the safety and care of library materials. Appendixes include the floor plan for the first floor; the procedures for handling damaged books and records (i.e., air drying, dehumidification, freezer drying, vacuum thermal-drying, and vacuum freeze-drying); and a form for recording disaster recovery activities for the library collections. (MAB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

E. H. Butler Library
State University College at Buffalo
1300 Elmwood Avenue
Buffalo, New York 14222
(716) 878-6314

ED338252

E. H. BUTLER LIBRARY

DISASTER PREPAREDNESS PLAN

May 1989
Revised
July 1991

11205376

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Barbara J. Vaughan

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

The newly revised version of the E. H. Butler Library Disaster Plan is current as of July 1991. Its purpose is to minimize the potential for disaster and to minimize damage to materials if a disaster should occur. It contains emergency instructions, evacuation procedures, a disaster contact list, and sections on salvage priorities, prevention, protection, response, recovery, rehabilitation, disaster team responsibilities, insurance, disaster supplies and suppliers and equipment. It also includes procedures for handling damaged materials which have been tried and accepted by many conservators and institutions concerned with the safety and care of library materials. The Disaster Preparedness Plan will be updated yearly by members of the Disaster Recovery Team. Special thanks go to Mary Lee Xanco for her extensive contribution to this project.

Compiled by the Preservation Subcommittee
E. H. Butler Library
State University College at Buffalo

Barbara Vaughan, Chair
Mary Delmont
Carol Richards
Sister Martin Joseph Jones
Amy DiBartolo Rockwell

Mary Lee Xanco [1989]

Dedicated to the memory of

Joyce Hercog

whose invaluable contributions to this
Disaster Preparedness Plan
and
total commitment to quality in
E. H. Butler Library
will not be forgotten

TABLE OF CONTENTS

Emergency Instructions 1

Evacuation Procedures - Fire 3

Evacuation Procedures - Non-fire 4

Disaster Contact List 5

Introduction 6

Salvage Priorities, Overall 7

Salvage Priorities by Department/Section 8

Preparedness:

Prevention

- Potential Hazards, Overall 11
- Potential Hazards by Department 12
- Preventive Measures 13

Protection 14

Response/Recovery Timetable 16

Response Procedures 17

Disaster Supplies and Equipment 20

Off-campus Suppliers and Equipment 23

Insurance 28

Recovery Process 29

Rehabilitation 32

Ongoing Responsibilities of the Disaster Recovery Team 33

Appendix A

Floor Plan (1st Floor) 34

Appendix B

Drying Wet Books and Records 35
Air-Drying Wet Books 37
Air-Drying Wet Records 38

Appendix C

Record of Disaster Recovery Activities for Library and Archival Collections 39

EMERGENCY INSTRUCTIONS

A. FIRE

Be familiar with locations of fire alarms, especially in or near your own work area. (See p. 14)

1. During library hours, if a fire is detected and no alarm is sounding, IMMEDIATELY pull a fire alarm. This will automatically notify Public Safety. If you are closer to a phone than a fire alarm, call Public Safety at x6333. Then, pull the fire alarm on your way out of the building.

2. Begin immediate evacuation of building alerting people to leave by all emergency exits. If you are on the second or third floor, quickly look around and alert anyone you see.

3. Even if the fire appears to be self-contained and extinguishable (e.g. a small one in a waste basket) pull a fire alarm or call Public Safety at x6333, whichever is quicker.

4. If a computer begins to burn, immediately pull a fire alarm or call Public Safety at x6333, whichever is quicker. Do not attempt to unplug it.

If you discover a fire, the above steps should be followed. If you feel you can extinguish the fire you must be ready, willing and able to use a fire extinguisher. Also, the proper extinguisher must be used, water extinguisher for paper, wood or rags, or a carbon dioxide or ABC extinguisher for electrical for flammable liquids. Remember, fire extinguishers are the first line of defense. Always notify the proper authorities by pulling the fire alarm or notify the Public Safety Dept. by phone. Never assume someone else will.

B. WATER

Any signs of water leaking, dripping etc. should be called into the Director's Office at x6314. If office is closed, call Public Safety.

C. WATER OR FIRE DAMAGE TO COLLECTIONS

Immediately call in the Coordinator of the Disaster Recovery Team and with the Recovery Team, assess damage and activate plan for recovery of materials.

For water from above:

Cover stacks with plastic sheet located in Resource Management room, BL 151.

OR

Move books off shelves using book trucks.

OR

Carry books to another location.

For water from below:

Move books higher on shelves.

OR

Move books off shelves to another location using book trucks.

Evacuation Procedures in case of FIRE

1. In case of fire or smoke, immediately **pull a fire alarm**. This will automatically notify Public Safety and the Buffalo Fire Department. If you are closer to a phone than a fire alarm, call Public Safety at x6333, and then pull the alarm on your way out of the building.

2. If you're in or near **Public Access**, you can get the **bullhorn** located on a shelf in the back of Public Access.

3. Begin to alert people to leave by **all normal and emergency exits**.

4. Staff on the first floor **do not** have to go to the 2nd or 3rd floors to evacuate people. The Buffalo Fire Department will check all floors and rooms when they arrive.

5. If you happen to be on the 2nd or 3rd floor when the fire alarm sounds, quickly look around and alert anyone you see. Tell them to alert anyone they see. Leave quickly by nearest exit. There are several **emergency exits** in the building.

6. Wake any **sleeping patrons** you might see; sometimes they can't hear the fire alarm.

7. For **disabled patrons** on the 2nd or 3rd floor, you can, under the direction of the Buffalo Fire Department:

   a. Direct or take the person to the **public elevator**, or if it's closer

   b. Take the person to the **freight elevator** in the NE quadrant. This elevator requires a submaster key and goes to Resource Management.

   An elevator is the only way for a wheelchair-bound person to exit the building from the 2nd or 3rd floor.

   Always use the stairs. Alert the emergency responding personnel as to the location of any disabled persons.

Evacuation Procedures for a **NON-FIRE** Emergency

1. **Call Public Safety** at x6333. They will notify the Buffalo Fire Department not to come and will instruct you to pull a fire alarm. This is the quickest way to evacuate the building.

2. Get the **bullhorn** located in **Public Access** on a shelf in the back.

3. Begin to alert people to leave by **all normal and emergency exits**. The emergency exits do not trip an alarm to the Buffalo Fire Department.

4. Staff on the first floor **do not** have to go to the 2nd or 3rd floor to evacuate people. Public Safety will check the building.

5. If you happen to be on the 2nd or 3rd floor when the fire alarm sounds, quickly look around and alert anyone you see. Tell them to alert anyone they see. Leave quickly by nearest exit. There are several **emergency exits** in the building.

6. Wake any **sleeping patrons** you might see; sometimes they can't hear the alarm.

7. For **disabled patrons** on the 2nd or 3rd floor, you can:

   a. Direct or take the person to the **public elevator**, or, if it's closer -

   b. Take the person to the **freight elevator** in the NE quadrant. This elevator requires a submaster key and goes to Resource Management.

DISASTER CONTACT LIST

SUCB Public Safety 6333

Buffalo Fire, Police, Ambulance 911
(if Public Safety can't help)

Library Director 6314, 886-8132
Dr. G. Charles Newman

Associate Library Director 6331, 835-0870
Maryruth Glogowski

Physical Plant

Director
Gary Kent 6653, 6111

Assistant to the Director
Joseph Ball 6111

Coordinator Environmental Health/Safety
David Miller 6653

In-house Disaster Recovery Team

Coordinator of Disaster Recovery Team
Barbara Vaughan 6317, 834-7539

Collection Development Librarian
Mary Delmont 6308, 832-2977

Head of Information Services
Carol Richards 6320, 634-0756

Head of Public Access
Paul Zadner 6305, 839-9641

Head of Resource Management
Shirley Posner 6311, 693-9405

College Archivist
Sr. Martin Joseph Jones 6304, 875-4705

Coordinator of Learning Systems
Gail Ellmann 6307, 838-1022

Systems, Information Services
Randy Gadikian 6312, 627-4472

Coordinator of Microforms
Amy DiBartolo Rockwell 6309, 695-2936

INTRODUCTION[1]

Disasters are by definition unexpected events which result in damage, destruction, and loss of property. For libraries, a disaster (fire, flood, etc.) means not only physical loss but also loss of information, the recorded knowledge of mankind. Sometimes this loss is irreplaceable. The purpose of a disaster plan for libraries is to prevent disasters from occurring by assessing existing hazards and recommending appropriate corrections and to minimize permanent damage or loss to collections. The key to the successful implementation of a disaster plan is cooperation.

The steps to be taken to minimize loss of property and maximize the salvage of the most valuable parts of a library's collection after a disaster has occurred hopefully will never have to be implemented, but nevertheless represent the core of any disaster plan. The arrangement of this disaster plan is according to the natural sequence of events that would take place once a disaster is detected through the final recovery process and post-disaster assessment.

---

[1]American Hospital Association Resource Center. Disaster Plan. Chicago, Ill. 1987, p.1.

SALVAGE PRIORITIES, OVERALL

The sections on salvage priorities tell library personnel, the fire department or other authorities which parts of the collections are to be protected or salvaged first, second, etc. if that terrible decision ever has to be made.

First floor:

1. Irreplaceable items from Archives and Special Collections
2. Shelf list
3. Circulation files
4. Two (2) OCLC terminals
5. Reference collection
6. Innovacq: processor, tape, two (2) terminals

Second floor:

1. Butler papers
2. Circulating books classified C-F (2nd floor SE)

Third floor:

1. Archival material
2. Creative Studies materials
3. Circulating books classified L-P (3rd floor SW and SE)

SALVAGE PRIORITIES BY DEPARTMENT/SECTION

Information Services

1. BL 178: Interlibrary Loan records - top 2 drawers of file cabinet.
2. BL 178: Interlibrary Loan books borrowed from other libraries - books on the work table.
3. BL 157: Reference book collection - approximately 30,000 volumes.
4. BL 157: Computer/Compact Disc reference tools.
5. Reference records - BL 146 Flip 'n File
6. Database Search records - BL 157 A computer Flip 'n File
7. Library Instruction records - BL 146 Flip 'n File

Curriculum Lab (BL 110)

1. Caldecott & Newbery award books.
2. LC collection
3. Textbooks

Learning Systems (BL 218)

1. Computers
2. Large equipment on carts, VCR's, monitors, slide projectors, etc.
3. Record collections.

Microforms (BL 275)

1. The Courier Express, Morning Express, & Daily Courier microform collections.
2. 4 Minolta microform reader/printers.
3. Microform equipment (readers).
4. The rest of the collection, in particular:

   --ERIC documents.
   --Newspapers on microfilm (Buffalo News, NY Times, Washington Post, etc.)
   --Journals on microfilm.
   --NCJRS & Kraus Curriculum Guide collections.
   --Early American Imprints microcards
   --Microfilm in second floor SE

Public Access (BL 147)

1. Current circulation files.
2. Overdue book cards.
3. Current receipts.
4. IBM-PC back-up.
5. Fine money.

Reserve (BL 147)

1. Current circulation files.
2. 6 black 3-ring binders listing all current items on reserve and professor's personal copies.

Bibliographic Control (BL 150)

1. Terminals & printers.
2. New books.

Resource Management

1. BL 155B - INNOVACQ tapes, CPU.

Archives & Special Collections

First floor -Main Lobby

1. Two large oil paintings on wall above ramp.
2. Photograph of E. H. Butler Sr. above the ramp

First floor - Room 137

1. Photographs of Rabbi Isaac Klein and Dr. Selig Adler.

First floor - Room 140

1. Lois Lenski collection shelved on left wall. Eleven shelves.
2. Oversize photographs on raised platform near far back wall, right side of room.

3. 22 oversize posters in wooden crate placed against right wall near fire extinguisher.

4. Oversize Special Collections books.

5. Rogovin photograph collection.

Second floor - Room 217 - Fronczak Room

1. Medal, artifacts, photographs in glass case and on walls of room.

Third floor - Area behind locked gate (3rd floor SW)

1. Photographs on walls, especially Steve Canyon and his friend.
2. St. Elsewhere videotapes.

PREPAREDNESS: PREVENTION

Potential Hazards, Overall

Internal Hazards

1. Skylights on the second floor of stacks are a potential source of water damage.

2. Electrical systems include some old wiring. There have been instances of water dripping onto electrical boxes, which constitutes a potential fire hazard. Further, the use of numerous portable heaters during cold periods and fans during hot weather may strain the system and prove to be another potential fire hazard. Coffee pots left on could also be a hazard.

3. Plumbing: Waterpipes along the ceiling of the first floor have leaked. Lavatories have malfunctioned.

4. Possible excess load on microforms balcony may have caused cracks in walls beneath it and may contribute to future damage.

5. Grit from ceiling and vents falling into computers and other electrical equipment may be a fire hazard.

6. The interior book drops are potential sites for vandalsim, including arson.

External hazards:

1. The flat roof and the roof joints are potential sources of leaks, both from rain and snow and from the air-conditioning system which is located on the roof. The roof is inspected periodically.

2. A potential water hazard is the fountain located just outside the library.

3. The exterior book drops are potential sites for vandalism, including arson.

4. Vandalism (breaking and entering) has occurred.

5. Anticipated construction of an addition to the building will be a potential hazard.

6. Natural disasters which can occur in the area include blizzards, tornadoes and earthquakes.

Potential Hazards by Department

Dept/Sect	Location	Potential Hazards
Information Services	BL 157, 146 147A, 147C, 183	Leaking pipes over catalog, in 147A, 147C; extensive use of extension cords and power strips
Learning Systems	BL 218	Flakes from ceiling falling on computers: potential fire hazard
Microforms	BL 275	Cracks in balcony wall: potential weight hazard; micro cabinet drawers at floor level; extensive use of extension cords and power strips; combustible toner
Reserve	BL 147	Leaking plumbing above work area
Bibliographic Control	BL 150	Exposed cables; space heaters; poor safety practices; leaking water - ceiling
Resource Management	BL 155	Exposed cables

Preventive Measures

1. Stack areas: Shelving is braced. Exits are clear. Collections are shelved on metal stacks which have a 4-inch-high base to keep materials clear of the floor.

2. Roof, drain pipes and gutters are on a maintenance schedule to keep them in good order.

3. Recommended for implementation:

   a. Seal ceilings and clean vents to prevent grit from falling into computers.
   b. Purchase halon fire extinguishers for rooms which house computers.
   c. Renovate the HVAC to eliminate the need for space heaters and fans.
   d. Strictly enforce the smoking and eating/drinking policies.
   e. Request Department Heads to enforce good safety practices, e.g., avoiding pile-up of trash.
   f. Provide more security in the building to prevent vandalism.

PREPAREDNESS: PROTECTION

E. H. Butler Library has fire detection and fire suppression capabilities as described below.

Fire detection equipment includes smoke alarms in every room, located in the heating/ air conditioning ducts. These are monitored electronically. There are heat detectors in the mechanical rooms and in some of the janitors' closets. Pull stations are located in every quadrant as listed below. A fire panel tells where the fire is located. Alarms ring at the campus Public Safety Office and at the Buffalo Fire Department's main office which dispatches equipment to the campus.

Fire Alarm Pulls

First floor:

NW - Stairway outside Director's Office
NE - Information Services (BL 157) room; outside Bibliographic Control (BL 142); outside emergency exit near BL 155E
SE - Corridor near elevator
SW - At check-out desk

Second floor:

NW - Stairwell
NE - Stairwell
SE - Stairwell
SW - Corridor between Learning Systems and BL 210

Third floor:

NW - Stairwell
NE - Stairwell
SE - Stairwell
SW - Inside Courier Express area

Fire suppression systems consist of fire extinguishers which are checked regularly. There is no sprinkler system or hose cab.

Protective equipment by department is as follows.

Dept/Sect	Location	Protection
Information Services	BL 157	4 fire extinguishers, 1 fire alarm pull; emergency exit
Curriculum Lab	BL 110	2 fire extinguishers; 2 emergency exits; fire alarm pull
Learning Systems	BL 218	3 fire extinguishers
Microforms	BL 275	2 fire extinguishers
Public Access Storage	BL 103	2 fire extinguishers
Public Access/Reserve	BL 147	4 fire extinguishers
Bibliographic Control	BL 150	3 fire extinguishers
Resource Management	BL 155	3 fire extinguishers
Archives/Special Collections	BL 137	1 fire extinguisher
Collection Development	BL 135	1 fire extinguisher

16

RESPONSE/RECOVERY TIMETABLE

Day 1	. Obtain safety clearance and authorization to enter area. . Perform all response procedures except report.
Day 2	. Deliver salvageable wet materials to freezer before end of day 2. . OR, Have all air-drying procedures underway by end of day.
By end of recovery period	. Remove wet materials which are not to be salvaged. . Remove dry materials . Do a follow-up/assessment report. . Work out plans to restore library services. . Restore the area (clean, etc.).
Final step	. Return salvaged materials to proper locations.
Yearly	. Practice disaster procedures. . Update disaster preparedness plan. . Examine restored collections to ensure that mold has not developed.

17

RESPONSE PROCEDURES

I. MINOR DISASTERS

A. FIRE

1. During library hours, if a fire is detected and no alarm is sounding, IMMEDIATELY pull a fire alarm. This will automatically notify Public Safety. If you are closer to a phone than a fire alarm, call Public Safety at x6333. Then, pull the fire alarm on your way out of the building.

2. Begin immediate evacuation of the library alerting people to leave by all emergency exits. If you are on the second or third floor, quickly look around and alert anyone you see.

3. Even if the fire appears to be self-contained and extinguishable (e.g. a small one in a wastebasket) pull a fire alarm or call Public Safety at x6333, whichever is quicker.

4. If a computer begins to burn, immediately pull a fire alarm or call Public Safety at x6333, whichever is quicker. Do not attempt to unplug it.

If you discover a fire, the above steps should be followed. If you feel you can extinguish the fire you must be ready, willing and able to use a fire extinguisher. Also, the proper extinguisher must be used, water extinguisher for paper, wood or rags, or a carbon dioxide or ABC extinguisher for electrical or flammable liquids. Remember, fire extinguishers are the first line of defense. Always notify the proper authorities by pulling the fire alarm or notify the Public Safety Dept. by phone. Never assume someone else will.

B. WATER

Any signs of water leaking, dripping etc. should be called into the Director's Office at x6314. If the office is closed, call Public Safety, x6333.

C. WATER OR FIRE DAMAGE TO COLLECTIONS

Immediately call in the Coordinator of the Disaster Recovery Team and with the Recovery Team, assess damage and activate plan for recovery of materials.

II. MAJOR DISASTERS

A. When a major disaster strikes, few if any library personnel may be in the building. Any member of the library administrative staff, member of the recovery team or staff member who can reach the library should notify:

1. Public Safety, if not already on the scene.

2. Director of Physical Plant or Physical Plant Liaison to the Library.

3. Library Director

4. Associate Director (has responsibility for the building)

5. Coordinator of Disaster Recovery Team and recovery team members.

SEE DISASTER CONTACT LIST (p. 5) FOR PHONE NUMBERS

B. A list of library personnel to notify should be given to Public Safety and Physical Plant to use when a disaster or even a minor disaster hits the library during off library hours.

C. If a disaster happens during the day, the Director of the Library and the Coordinator of the Disaster Recovery Team (or others in the chain) will begin the library response.

D. The site must receive an official safety clearance, and authorization to enter the area must be received from fire or building officials.

E. Command Post and Operations

1. The Coordinator of the Disaster Recovery Team, in cooperation with the Director of the Library will make all decisions on the best use of time, personnel and energy and set priorities.

2. The Coordinator and the team will establish the command post in safe proximity to the disaster. The command post will be provided with telephone or radio communications.

3. The Coordinator or a designated team member will contact the New York State Library, Conservation/Preservation Program, (518) 474-6971 and/or the Northeast Document Conservation Center, (617) 470-1010 for assistance, if need is determined.

4. Assess damage

- How much?
- What kind? Fire, soot, smoke, clean water, dirty water, heat, humidity?
- Is it confined to one area or has the entire building been affected?
- What types of materials have been damaged?

- Are the damaged items easily replaced or irreplaceable?
- Can they be salvaged by the in-house recovery team, or will outside help be required?
- Walk through the entire area and take extensive notes (use a pencil, as ink will run). Photographs should be taken to document the damages. The Coordinator should contact at this time the sources of supplies and services. Appropriate equipment and supplies should be gathered.

5. One team member will be responsible for writing the follow-up assessment report. (See Recovery Process Section, p. 31).

6. The Coordinator of the Disaster Recovery Team estimates the cost of damages and presents it to the Director of the Library.

7. The Director of the Library notifies the Vice President's Office and provides them with documentation of the nature and extent of the damages, including an estimate of the cost of recovery. (See Insurance section, p. 28).

8. The team is responsible for practice drills and for meeting once a year to update the disaster plan. One member will be responsible for making sure Disaster Contact list is kept current.

F. Copies of the floor plans of the library and electrical networking blueprints are located in Archives and Physical Plant. The Coordinator of the Disaster Recovery Team also has a copy.

G. Begin the recovery phase. (See Recovery Process Section, p. 29-31 and Appendix B, p. 35-38).

DISASTER SUPPLIES AND EQUIPMENT

Item	Location
Aprons/cover-ups	BC, Archives, PP
Book trucks, Metal	All library depts. (BC, IS, PA, RM)
Bricks	Emergency supplies
Brooms	Archives, Janitor's closets (BL 182, 184A, 206, 381), PP, RM
Buckets	Archives, IS, Janitor's closets, PP
Camera and film	Instructional Resources
Cardboard boxes	Archives, Off-campus
Dehumidifiers	Off-campus, 2 in Courier Express area (3rd floor southwest quadrant)
Denatured alcohol	Emergency supplies
Disinfectant	Archives, Janitor's closet (BL 182, 184A), PP
Dust filter masks	LS, PP
Emergency lights	PP
Extension cords, Heavy duty	IS, BL 210, RM, LS, PP
Fans	All library depts., PP
Fencing, Safety	Off-campus, PP
Fire extinguishers	All library depts., see map p.31
First aid kit	All library depts., Public Safety, Weigel Health Center
Fishline	Emergency supplies
Flashlights	All library depts.
Folding tables	Campus Inventory Control (GC 410)
Garbage bags, large	PP
Garbage cans, large plastic	24 in library
Generator, portable	PP
Grocery carts	Off-campus
Hand tools	PP
Handtrucks, dollies	PP
Hygrometer	PP, Off-campus
Hard hats	PP
Labels	BC, Emergency supplies, RM
Magic markers, waterproof	Emergency supplies, BC
Moisture meter	Archives
Mops	Janitor's closet (BL 182, 184A), PP
Newsprint	Emergency supplies
Pads of paper, pens	All library depts., Emergency supplies
Pallets, pallet jacks, fork lifts	PP
Paper towels	Janitor's closet (BL 182, 184A), PP Emergency supplies, Staff Room
Plastic boxes (milk-carton type)	Off-campus
Plastic sheeting	Emergency supplies

KEY:

Archives - BL 137
BC - Bibliographic Control (BL 150)
Dir. Off. - Director's Office (BL 134)
Emergency supplies - RM 151
IS - Information Services (BL 147A)
LS - Learning Systems (BL 218)
Off-campus - See Disaster Plan, pp. 20-24
PA - Public Access (BL 147)
Res. - Reserve (BL 147)
RM - Resource Management (BL 155)
PP - Physical Plant

21

Pumps, portable	Off-campus, PP
Razor cutters	RM, Janitor's closet (BL 182, 184A), Campus Receiving, Emergency supplies
Rope, clothesline	PP
Rubber boots	PP
Rubber gloves	IS
Scissors	All library depts.
Scotch tape	All library depts., Emergency supplies
Soap, liquid	Janitor's closet (BL 206)
Sponges	Janitor's closet (BL 182, 184A), BC, IS, Archives, PP
Strapping tape	Emergency supplies
Surgical gloves	Off-campus, PP
Tarps, drop cloths	PP
Toilets, portable	Off-campus
Twine	Emergency supplies
Two-way radios, CBs	Off-campus, PP
Vacuum cleaners, dry	Janitor's closets, Res., PA, RM, LS, PP Dir. Off.
Vacuum cleaners, wet	Off-campus
Waste baskets, plastic	35 in library
Waxed paper and/or freezer paper	Emergency supplies
Wire, flexible	Emergency supplies

Disaster Supplies and Equipment
at PHYSICAL PLANT

Aprons/cover-ups	Garbage bags	Pumps, portable
Brooms	Generator, portable	Rope, clothesline
Buckets	Hand tools	Rubber boots
Disinfectant	Handtrucks, dollies	Sponges
Dust filter masks	Hard hats	Surgical gloves
Emergency lights	Moisture meters	Tarps, drop cloths
Extension cords	Mops	Two-way radios, CB's
Fans	Pallets, pallet jacks, fork lifts	Vacuum cleaners, dry
Fencing, Safety		

If additional supplies and equipment are needed, see next section, Off-Campus Suppliers and Equipment.

KEY:

Archives - BL 137
BC - Bibliographic Control (BL 150)
Dir. Off. - Director's Office (BL 134)
Emergency supplies - RM 151
IS - Information Services (BL 147A)
LS - Learning Systems (BL 218)
Off-campus - See Disaster Plan, pp. 20-24
PA - Public Access (BL 147)
Res. - Reserve (BL 147)
RM - Resource Management (BL 155)
PP - Physical Plant

Denatured alcohol - Good for removing mold from the covers of books. Inhibits mold growth.

Disinfectant - For cleaning shelves after wet books have been removed. Prevents mold growth.

Fishline - For hanging partially wet books which have become distorted due to interleaving and swelling from water. Returns spine to original shape.

Garbage cans, large plastic - For carting away wet debris from air-drying operations. Can be filled with cold water to keep water-damaged microforms, movie films, etc. wet until they can be processed. Also for washing dirty materials.

Generator, portable - Provides electricity for fans, lights, dehumidifiers, etc. if electricity is not available.

Grocery carts - For transporting books, materials

Hygrometer - For measuring relative humidity and temperature. Good for spot checks in the stacks and other areas.

Labels - For labeling crates, boxes.

Milk crates - For packing, transporting, freezing and freeze-drying wet books.

Moisture meter (Hygrometer) - For measuring moisture content inside a book or papers in a file.

Newsprint - Inexpensive and absorbent material for covering tables and for interleaving wet books.

Pads of paper, pens - For documentation.

Pallets, fork lifts, etc. - Useful in large scale recovery efforts when moving wet books.

Paper towels - For interleaving in wet books to absorb water during air-drying. Also for small clean-ups.

Plastic sheeting - For covering bookshelves, computers, catalogs, etc. to prevent water damage. Also, for covering tables when drying books, etc.

Razor cutters - For cutting plastic sheeting.

Safety fencing - Bright-colored plastic ribbon for roping off disaster site.

Strapping tape - For sealing boxes, holding plastic sheeting in place.

Waxed paper/freezer paper - For wrapping around books which are being packed for freezing, to prevent covers from sticking together. Good for interleaving between pages of coated paper in the air-drying process.

OFF-CAMPUS SUPPLIERS AND EQUIPMENT

GROCERY CARTS

Bells: Peter J. Schmitt Corporation, 355 Harlem, West Seneca, NY 14224, Kathy Kahle, Director of Community & Consumer Affairs, 821-1529.

Inquire of local markets at time of disaster. Kahle can provide specific telephone numbers.

Super Duper Markets, 45 Azalea Dr., Cheektowaga, NY 14227. Contact Bob Kirch, 668-7232.

Tops Friendly Markets, 60 Dingens, Buffalo, NY 14206. Contact C. Douglas Hartmayer, Director of Community Relations, 827-3264.

FREEZER FACILITIES

Arctic Freezers, 197 Scott, Buffalo, NY 14204, 856-2064.

Will store boxed books in an emergency if space available.
Rates depend on case weight.

FREEZER TRUCKS

Carrier Transicold - Kaminski Refrigeration and Truck Equipment, Inc., 245 Lewis St., Buffalo, NY 14206, 852-1954, emergency 668-4029.

Refrigerated storage trailers. $250.00/wk, $850.00/mo, or by the day.

Thermo King, 829 Rein Rd, Cheektowaga, NY 14225, 634-9492.

Trailers 45' x 8' x 9'. Can be maintained at -10 F., -20 F. Approx. $250.00/wk.
Long term storage available.

HYGROMETERS

Hygrometers measure the relative humidity in the air.

Cole-Parmer Instrument Co., 7425 North Oak Park Ave., Chicago, IL 60648-9930. 1-800-323-4340. Supplies portable hygrometers at approximately $250.00 to $300.00. Orders filled within a few days.

Jordan Supply Co., Inc., 400 Smith, Buffalo, NY 14210, 826-3400. Says hygrometers at $10.00 to $150.00 can be ordered within a week to 10 days.

MATERIALS HANDLING EQUIPMENT

Pallets

Neville Lumber Co., 73 LaSalle, Buffalo, NY 14214, 834-3038, Sue

40" x 48" - standard size. Price (new) given at time of order.
20" x 30" - fits 2 book boxes - $6.25/pallet

Pallet Exchange, 534 Hopkins St., Buffalo, NY 14220, 823-2400, Jim

Used pallets always available at around $3.50/pallet

Inner City Pallet Exchange, 64 Mackinaw, Buffalo, NY 14204, 856-3353

standard sized 40" x 48", $4.50/pallet

Pallet trucks, fork lifts, etc.

Buffalo Materials Handling Corp., 50 Sonwil Drive, Cheektowaga, NY, 14225. 681-7800. James Ritzenthaler, Serv. Mgr., Rental Dept.

Pallet truck, 4,000 lbs. $45.00/day, $120.00/wk, $350.00/mo, hauling chg, $46.00/hr

Fork lift, 7', 50"wide, 5,000 lbs: $75.00/day, $225.00/wk, $675.00/mo, hauling chg $46.00/hr

Dobmeier Lift Trucks, Inc. 620 Ontario St., Buffalo, NY 14207. 876-8280.

Electric pallet lift, $35.00/day, $125.00/wk., $350.00/mo., pick up & delivery, $40.00/hr, door-to-door.

Fork lift truck, gasoline, sit-down. $65.00/day, $250.00/wk, $750.00/mo, pick up & delivery, $40.00/hr

K-W Rental, 420 Hopkins St., Buffalo, NY 14220. 849-8110. Emergency, 636-0751, Norman Moran.

Electric pallet truck, lifts pallet 9". $50.00/day, $150.00/wk, $450.00/mo.

Fork lift, electric walker, raises 13'. $70.00/day, $210.00/wk, $630.00/mo

Regular fork lift, sit-down, 6,000 lb. $110.00/day, $330.00/wk, $990.00/mo

MILK CRATES

Upstate Milk Co-Operatives, Inc., 1730 Dale Rd., Cheektowaga, NY 14225. 892-2121. Dave Massey, Plant Manager.

Probably able to loan in case of disaster. Around $4.67 each to buy.

Wendt's Dairy, 8450 Buffalo Ave, Niagara Falls, NY 14304. Tonawanda, 692-6543. William Bryan.

Willing to loan, depending upon their supply.

PORTABLE PUMPS

Kenmore Renting Co, 1297 Kenmore Ave., Kenmore, NY 14217. 873-2796.

6 (six) 5,500 gal/hr and 6,000 gal/hr pumps available.
$24.00/day, min. deposit $60.00

Fire hose to use w/ pump. $3.00/50' section.

Rupp Rental & Sales Corp, 101 Great Arrow Ave., Buffalo, NY 14216. 877-1992, 877-2354. Mike Flynn.

Diesel-powered 4",6",10" pumps.
4", 455 gal/min, $70.00/day. Hose $13.00/day/length
6", 960 gal/min, $125.00/day. Hose $20.00/day/length
10", 2410 gal/min, Weekly only. $920/wk. Suction hose $130/wk/section
Discharge hose $130/wk (2 sections)

Simon Electric Co. Inc. 367 Ellicott, Buffalo, NY 14203. Emergency service 24 hr/day, 852-3824.

Complete pump service - sales, repairs, parts.
Complete electric motor service - sales, rewind, parts.
Complete electrical construction service, emergency repairs and electrical installation.

SAFETY FENCING

Safety fencing is the bright-colored plastic ribbon used around construction or disaster sites. Available from contractors' supplies firms, such as

North State Supply, 1122 Military Road, Buffalo, NY 14217, 875-8093.
Sue Niemiec.

4" x 50' $51.40
4" x 164' $121.48

SURGICAL GLOVES

Benson's Surgical Supply Co., Inc., 1005 Kenmore Ave., Kenmore, NY 14217, 875-1113. Vinyl - $5.75 - 6.45/100; latex - $5.45 - 5.85/100.

Sheridan Surgical, Inc. 4525 Bailey Ave., Eggertsville, NY 14226, 836-8780.

Vinyl, $10.95/100.
Latex, $10.95/100.

TOILETS, PORTABLE

Buffalo Toi-lets, Inc., 300 E. Amherst St., Buffalo, NY 14215, 832-5999.
$60.00 includes temporary rental per unit, delivery and pick-up. Additional $25.00 per unit service charge if service is needed. Extra charge on weekends.

Johnny-On-The-Spot, 2525 River Rd., North Tonawanda, NY 14150, 694-1200.
$65.00 includes temporary rental per unit, delivery and pick-up.

TWO-WAY RADIOS

Ad-Com, 21 Isabelle St., Buffalo, NY 14207, 877-6348, emergency 696-8077.

Recommends a model at $350.00. One model available at under $200.00. Rental possible with prior notice.

FM Communications, Inc., 1914 Colvin Blvd, Tonawanda, NY 14150, 832-2026.

"Job Com," basic unit, good over short distances, approximately $200.00. Model used by security organizations, $450-600. Rental depends on availability.

Hirsch Electronic Sales Co., 219 California Dr., Williamsville, NY 14221, 632-1189, 634-0634.

Walkie-talkies with rechargeable batteries, from $189.00 per unit, good over 1-2 miles. Short-term rental $75.00/unit/wk.

VACUUM CLEANERS

Chi Chi's, 375 Grant, Buffalo, NY 14213, 885-9210, emergency 837-7456 (Samuel Ciccia).

2-3 gal. wet-dry, $10.00/day
3 gal. wet-dry, $12.50/day
5 gal., 10-15 gal. dry, $15.00/day
Carpet dryer, $17.00/day
Radiant heaters (kerosene), $39.00/day

Taylor Rental, 4849 Broadway, Depew, NY 14043, 681-0860.

9 gal., wet-dry, $19.50/day.

INSURANCE

New York State institutions are self-insured. In the event of a disaster, the State would have to make a special appropriation for clean-up of the area and recovery and replacement of library materials.

The Courier-Express collection is insured by the Buffalo and Erie County Historical Society. In the event of a disaster to this collection, call the following numbers, in order of preference:

1. Director of the Historical Society,
   William Siener, Work 873-9644, Home 876-7340

2. Director of Library & Archives,
   Mary Bell, Work 873-9644, Home (416) 685-8015

3. Insurance agents, Marsh & McClennan, 854-7290

Art works brought into the library for exhibits are insured by the college only in the event of a total disaster. Call Gary Phillips at x6835 if these materials are affected.

RECOVERY PROCESS

The recovery process should not begin until the emergency situation has been brought under control. Ideally, salvage operations should not commence until the Coordinator of the Disaster Recovery Team has arrived. Damage to books and paper would most likely be through the direct action of water in the case of a burst water pipe or indirectly in the course of extinguishing a fire. In either case, the result is the same - wet paper that tears easily, swells rapidly, and distorts. Water damage to collections can be minimized if water-proof tarps or plastic sheeting are kept on hand (see Disaster Supplies, p. 20-22) to drape over materials in the path of water leakage or firemen's hoses. An additional concern with wet paper is the danger of mold development which given the right conditions of heat (70 F) and relative humidity (70%) will begin within 48 hours. Since the recovery of water damaged library materials is basically the same whether they are the result of a major fire disaster or a minor water leakage problem, the steps to be taken during the salvage process will be discussed as a whole rather than in individual scenarios. The following steps are recommended for an effective operation.[1]

1. Stabilize the environment - The environment must be stabilized and controlled both before and during the recovery process to prevent the growth of mold. Ideal conditions are 65 F and 50% RH. Have thermometers, hygrometers, hygrothermographs and/or sling psychrometers on hand to constantly monitor the temperature and humidity. Standing water should be mopped up or pumped out. Doors and windows should be opened, and the ventilation system turned on (without heat) as soon as possible. Fans should be kept running constantly to circulate the air. Portable generators should be readily accessible in case of power failure. Dehumidifiers can help to lower the humidity.

2. Activitate in-house disaster recovery team - Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. All crew members should be suitably attired. Smocks or old shirts should be worn over clothing, and boots should be worn if floors are wet or muddy. Hard hats are a necessity if there is any danger of structural weakness on the site. Rubber gloves are essential for use with caustic cleaners, and dust masks should be used to guard against fumes and dust. Disaster and recovery areas should be inaccessible to the public.

   Frequent rest breaks should be provided for workers. Food and/or beverages and sanitary facilities should be available.

---

[1]American Hospital Association Recource Center. Disaster Plan. Chicago, Ill. 1987, p.8.

Keep records of everything - which materials you are drying immediately, freezing, discarding, etc. Record how much staff is being used and how much time particular operations take, for financial purposes and for future planning. If the Shelf List is intact, this is the perfect place to record materials activity. If it is not, make a card file or record operations on sheets of paper. Tape recorders could be used also.

3. Remove wet collection materials - Fire-damaged materials that are only charred or damaged by soot and smoke but not water-damaged are relatively stable and do not require immediate attention. Water-damaged materials are not stable and although minimally affected items can be successfully air dried if the proper environmental conditions exist, freezing of water soaked materials remains the procedure of choice in stabilizing wet documents of all types.[1] Materials can be temporarily frozen outside in winter.

Special Instructions
Handling Wet or Damp Materials[2]

Tables should be moved to the area to provide work surfaces. All tables should be covered with plastic sheeting.

1) In general, do not open wet books.
2) Do not separate single sheets.
3) Do not remove covers when materials are water-soaked.
4) Do not unpack wet file boxes containing papers, prints, drawings, or photographs. Freeze as found.
5) Do not attempt to close open books that are swollen; they should be packed without disturbing their shape.
6) Do not attempt to wash away dirt from wet materials except under the direction of a conservator.
7) Do not intermix rare printed books with brittle or deteriorated material because of the possibility of acid migration to the former during the drying process.

Priority for Freezing[3]

1) Materials which have already developed mold.
2) Leather and vellum-bound volumes.
3) Manuscripts and art on paper stock.
4) Materials on coated stock.
5) Photographic prints.
6) Journal and monograph volumes.

Collection priorities will impact on all items of the above list.

---

[1]American Hospital Association Resource Center. Disaster Plan. Chicago, Ill., 1987, p.9.
[2]National Library of Medicine. Disaster Recovery Plan. Bethesda, Md. 1983, pp. 16-17.
[3]Ibid.

Freeze wet materials - During a major disaster, the milk crates containing wet materials should be stacked on pallets for easy removal and transport. Rental trucks are listed along with services for blast freezing, cold storage, and freeze-drying. Campus freezer facilities are available during the summer and intersessions by calling Peter Liberti at x5211. Numbering and inventorying crates is often a waste of valuable time but keeping count of materials to be frozen is useful. Frozen materials are stable and therefore their restoration which would consist largely of freeze-drying can be carefully planned under the guidance of a conservator.

Other wet materials - Microfilm, videotapes, film, slides, photographs, and audio cassettes should not be handled or removed from the site of the disaster. THEY ARE NOT TO BE FROZEN. The Coordinator of the Disaster Recovery Team will give specific instructions on the recovery of these items.

Remove dry collection materials - Dry materials should be removed from the scene of the disaster to facilitate clean-up of the area. They should be stored in a dry, well ventilated area and must be checked regularly for mold development before being returned to the collection.

4. Do a follow-up/assessment report - A member of the recovery team will prepare a written report, including photographs noting the effectiveness of the response plan, changes that should be made, evaluations of all suppliers of equipment and off-site facilities used, locations in the building where the disaster struck including photographs, dates, and extent and nature of the disaster.

   The report will be given to the Director of the Library with a second copy kept in Archives.

5. Restore library services - The Library Director with his staff will work out plans to restore library services if possible as work begins.

6. Restore the area - After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

7. Record recovery activities for New York State Library - A member of the recovery team will fill out the form which solicits information on disasters involving library and archival materials. (See Appendix C, p. 39-40).

REHABILITATION

Only after the disaster area is repaired, cleaned, and disinfected can collections be returned to their proper locations. All materials must be absolutely dry and free of mold before any items are reshelved. Often materials still need to be sorted, cleaned, repaired and/or boxed. Also, they may require new pockets, tattle tape and spine labels. If the disaster has been a large one, this sorting and rehabilitation process may take a long time. Any plans which can be made ahead of time for staff, space or training will help save time and money. All collections should be examined on a regular basis to ensure that mold development does not occur.

33

ONGOING RESPONSIBILITIES OF THE DISASTER RECOVERY TEAM

1. Undergo initial training for disaster response and an annual updating of skills.

2. Meet at least once a year to review and update the disaster preparedness plan.

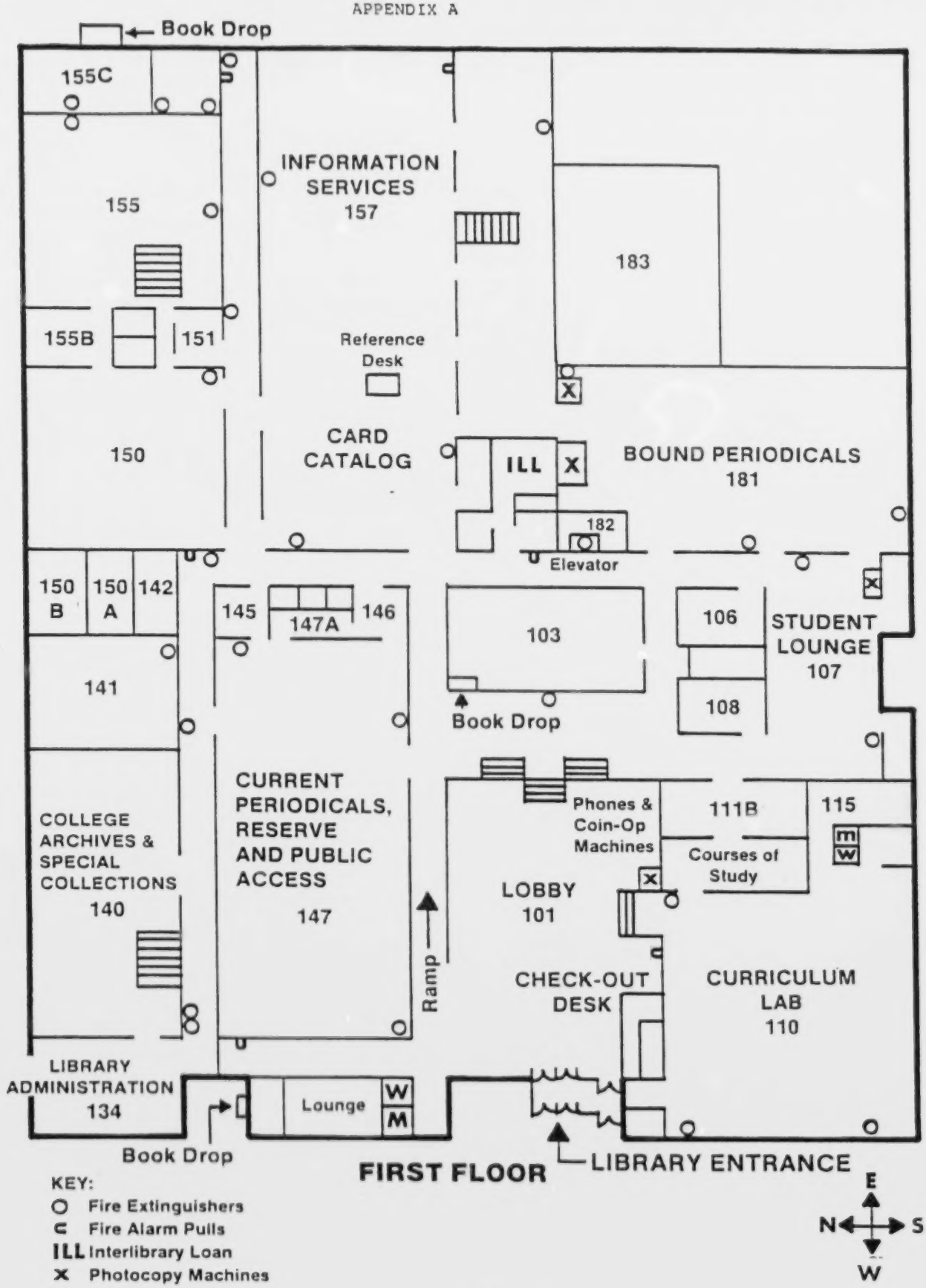
3. Arrange for the annual training of the library staff in disaster preparedness.

4. Check disaster supplies on an annual basis. In cooperation with the Associate Director of E. H. Butler Library, see that fire extinguishers and smoke alarms are checked.

5. Search for new, potential safety hazards in the library.

6. Submit an annual report to the library director on results of disaster team meetings, new safety hazards, and updates to the disaster preparedness plan.

7. Apprise all appropriate college staff outside of the library of the disaster preparedness plan and its implementations.


Book Drop
155C
155
INFORMATION SERVICES 157
183
155B
151
Reference Desk
150
CARD CATALOG
ILL
BOUND PERIODICALS 181
182
Elevator
150 B
150 A
142
145
147A
146
103
106
STUDENT LOUNGE 107
108
141
Book Drop
CURRENT PERIODICALS, RESERVE AND PUBLIC ACCESS 147
Phones & Coin-Op Machines
111B
115
Courses of Study
COLLEGE ARCHIVES & SPECIAL COLLECTIONS 140
LOBBY 101
Ramp
CHECK-OUT DESK
CURRICULUM LAB 110
LIBRARY ADMINISTRATION 134
Lounge
W
M
Book Drop
FIRST FLOOR
LIBRARY ENTRANCE
KEY:
Fire Extinguishers
Fire Alarm Pulls
ILL Interlibrary Loan
Photocopy Machines
E
N
S
W

DRYING WET BOOKS AND RECORDS [1]

There are currently five ways to dry wet books and records. All have undergone at least some minimal level of testing under emergency conditions; several have been used extensively. These are described to assist you in making the best choice given your circumstances: cause of damage, level of damage, numbers involved, rarity/scarcity, personnel available, budget available, drying service available. Advice from a conservator or preservation administrator experienced in disaster recovery can be helpful before the final selection(s) is made. It is important to remember that no drying method restores materials. They will never be in better condition than the one they are in when drying begins. If time must be taken to make critical decisions, books and records should be frozen to reduce physical distortion and biological contamination.

Air Drying

Air drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, but is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often seen as an inexpensive method of drying. But it is extremely labor-intensive, can occupy a great deal of space, and result in badly distorted bindings and textblocks. It is seldom successful for drying bound, coated paper. The correct technique for air drying is described in the handouts. (Book and paper conservators should always be consulted for the drying of rare or unique materials. They may choose to air dry items or may suggest one of the other alternatives.)

Dehumidification

This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large, commercial dehumidifiers are brought into the facility with all collections, equipment and furnishings left in place. Temperature and humidity can be carefully controlled to user specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion has taken place. The number of items is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly step of removal to a freezer or vacuum chamber

Freezer Drying

Books and records which are only damp or moderately wet may be dried successfully in a self-defrosting, blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after water damage. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below -10 to -40 degrees F. to reduce distortion and to facilitate drying. Documents may be placed in the freezer in stacks or may be spread out for faster drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Coated paper may adhere with this technique.

1 Taken from the New York State Library Disaster Plan Guidelines for Library and Archival Collections produced by Sally Buchanan, Conservation Consultant, as part of a disaster preparedness pilot project sponsored by the New York State Library.

Vacuum Thermal-Drying

Books and records may be dried in a vacuum thermal-drying chamber into which they are placed either wet or frozen. The vacuum is drawn, heat is introduced, and the materials are dried above 32 degrees F. This means that the materials stay wet while they dry. It is a very acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking - or adhesion - of coated paper. For large numbers of materials it is easier than air-drying, and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. This method is a solution for materials which have suffered extensive water damage.

Vacuum Freeze-Drying

Books and records are placed in a vacuum chamber either wet or frozen. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees F., remain frozen. The physical process known as sublimation takes place, i.e., ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber. Coated paper will dry well if it has been frozen or placed in the chamber within six hours. Otherwise it may well be lost. The process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Rare and unique materials can be dried successfully this way, but leathers and vellums may not survive. Although this method may initially appear to be more expensive due to the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt and/or soot is lifted to the surface making cleaning less time-consuming.

Air-Drying Wet Books [1]

Wet books may be air-dried if care is taken to follow the guidelines suggested by preservation experts. Air-drying is most suitable for books which are damp or are water-damaged only around the edges. The pages of books printed on coated, or shiny, paper stick together very quickly and must receive special attention and care immediately. If the number of volumes is more than 100, if the books are wet all the way through, or there are many with coated paper, another drying process is advised. Once books are wet, they will suffer structural distortion and develop mildew. Because books will never look the way they did before water damage, no matter how careful the drying process, prevention is always best.

If the damage occurs, the steps outlined below will assist in achieving satisfactory results from air-drying. It is important to keep in mind that the longer the drying period, the greater the distortion will be. Also, if the temperature and humidity are too high, mildew will develop Remember that wet paper is very fragile and easily torn or damaged.

Equipment needed: flat surface for drying, fans and extension cords, and a supply of plain, white paper towel or the paper used for printing newspapers.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. For best success, the temperature must be below 70 degrees and the humidity below 50 percent, or mildew will develop and distortion will be extreme.

2. Provide fans (or a strong natural breeze)in the drying area to keep air circulating well at all times. This will facilitate drying and discourage the growth of mildew. If books are dried outside, do not expose them to direct sunlight as it will accelerate swelling and encourage mildew by creating a warm, humid internal environment. Fans should be left on all the time until books are dry.

3. Place books on a flat surface covered with clean, dry paper if possible. Tables, planks on bricks or cement blocks, bleacher seats and even floors have been used successfully. Be aware that the dyes in book cloth may bleed and stain the surface underneath them.

4. Stand the books up and fan them open slightly. Interleave the volumes with the white paper towel or newsprint by putting a sheet between the front and the back covers and the text. Then place the paper between every twenty pages or so. If pages are stuck together, do not force them apart.

5. As the inserted papers become wet, take them out and put dry ones in. These should be placed when possible in different locations in the books to encourage drying all the way through. Whenever the papers are changed, turn the book upside down as well.

6. Unless the papers are stained, dry and reuse them.

7. If the book has shiny paper, you must put dry paper towel between every single page or it will stick irretrievably to the one next to it.

8. When the pages feel dry in the center at the middle of the volume, remove all the paper towels and allow the books to continue air-drying for several more days.

9. After drying, books may be flattened somewhat by placing them under weights. But care must be taken not to damage them. Either a book press or boards weighted down with concrete blocks will work.

10. If the covers are badly damaged, dirty, or distorted, the book can sometimes be rebound by a commercial library binder.

1 Taken from the New York State Library Disaster Plan Guidelines for Library and Archival Collections produced by Sally Buchanan, Conservation Consultant as part of a disaster preparedness pilot project sponsored by the New York State Library.

Air-Drying Wet Records[1]

Wet records may be air-dried if care is taken to follow guidelines suggested by preservation experts. The technique is most suitable for small numbers of records which are damp or water-damaged only around the edges. If there are hundreds of single pages, or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Stacks of documents on coated, or shiny, paper must be separated immediately to prevent adhesion. Or they must be frozen to await a later drying decision . Care must be taken with water soluble inks as well. Records with running or blurred inks should be frozen immediately to preserve the written record. Conservators can then be contacted for advice and assistance. If records must be air-dried, the following steps will help achieve satisfactory results. Wet paper is extremely fragile and easily torn or damaged, so care must be exercised. Once wet, records will never look the same, and at least some cockling or distortion should be expected.

Equipment needed: flat surfaces for drying, fans and extension cords, clotheslines, sheets of polyester film.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. For best results, the temperature must be below 70 degrees F. and the humidity below 50 percent, or mildew will develop and distortion will be extreme.

2. Keep the air moving at all times using the fans in the drying area. This will accelerate the drying process and discourage the growth of mildew. If materials are dried outside, do not expose them to direct sunlight as it may fade inks, accelerate the aging of paper, and encouraged the growth of mildew. Be aware that breezes can blow away single records. Train fans into the air and away from the drying records.

3. Single pages can be laid out on tables, floors, and other flat surfaces protected if necessary by paper towels or clean, unprinted newsheets. Or clotheslines may be strung close together and records laid across them for drying.

4. If records are printed on coated paper they must be separated from one another to prevent them sticking together. This is a tedious process which requires skill and patience. Practice ahead of time will prove useful in case of emergency. Place a piece of polyester film on the stack of records. Rub it gently down on the top document. Then slowly lift the film while at the same time peel off the top sheet. Hang the polyester film up to dry on the clothesline using clothespins. As the record dries, it will lift itself from the surface of the film. Before it falls, remove it and allow it to finish drying on a flat surface.

5. Once dry, records may be rehoused in clean folders and boxes. Or they may be photocopied or reformatted on microfilm or fiche. Dried records will always occupy more space than ones which have not been water-damaged.

1 Taken from the New York State Library Disaster Plan Guidelines for Library and Archival Collections produced by Sally Buchanan, Conservation Consultant, as part of a disaster preparedness pilot project sponsored by the New York State Library.

RECORD OF DISASTER RECOVERY ACTIVITIES FOR LIBRARY AND ARCHIVAL COLLECTIONS[1]

The New York State Library is keeping a record of disasters involving library and archival materials. If you have such a disaster, please forward this information to the New York State Conservation/Preservation Program, New York State Library, 10-C-47 Cultural Education Center, Albany, NY 12230. Thank you for your cooperation.

Reporting Date:

Name of person filing report:

Institution:

Address:

Telephone #: ( ) -

Date of Disaster:

Nature of disaster: flood____ leaking roof____ burst pipe____ fire ____

other, please specify_____

_____

What type of material was damaged or affected? Please indicate the quantity of material affected in the space provided next to each category of material.

books_____ photographs_____manuscripts_____videotapes_____

periodicals_____microfilm_____catalogue cards_____

other_____

Indicate the level and type of damage to materials by writing a percentage of the total volume involved in the disaster next to each category below.

burned and completely lost_____saturated with water_____

damp but not saturated_____soiled and saturated_____

moldy_____

other, please specify_____

_____

_____

What did you do?

implemented salvage operation _____ called NEDCC for assistance _____

other_____

_____

_____

If you called someone for assistance, was the assistance helpful?_____

not helpful_____ If not, why_____

_____

_____

What additional help did you need? _____

_____

_____

Did your organization have a formal disaster plan? yes_____no_____

If so, did it help you respond effectively? yes_____no_____

If not, why_____

_____

May we share the information on this form with others? yes_____no_____

1 Taken from the New York State Library Disaster Plan Guidelines for Library and Archival Collections produced by Sally Buchanan, Conservation Consultant as part of a disaster preparedness pilot project sponsored by the New York State Library.